



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed
2. Agency Application No.		DEC 14 1973 73-593 DEC 21 1973
3. AGENCY, Division, Subdivision & Administering Office Address Ga. Department of Public Safety Staff Services Division Supply Section 959 E. Confederate Ave., Atlanta, Ga. 30316	4. Person to Contact <i>Frank B. Rine</i>	5. Working Title Logistics Officer 6. Tel. No. 6142

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED

8. Earliest & Latest
Dates of Series

1937 - Present

9. Exact Series Title

Inactive Individual Clothing and Property File

10. What is the function of the office in which this record series is created?

- The Staff Services Division is responsible for personnel administration including recruitment and disengagement of personnel and maintenance of personnel records; for accounting for funds; receiving and disbursing funds and budgeting for funds; for the procurement of supplies and equipment, their issuance and maintenance; for planning and providing support to these operations including procedures writing, forms design, records management and reproduction services.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to: Clothing and property assigned to individuals.

Included are: Individual Clothing and Property Record (GSP 41), Memorandum Receipt (DPS 2) Shortage and Clearance Slip and related correspondence.

File arranged: Alphabetically by individual's name.

ATTACH SAMPLES OF THE FILE

Equipment and Use	No. of Drawers	No. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	No. of Records
Letter-size File Drawers	6	9	Floor Space Occupied (Square Feet)	minimal	
Legal-size File Drawers				12	
			AVERAGE DAILY REFERENCES	1 or	
				2 times	0 0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain.

YES NO

13. Is this the Record Copy of the series? ☒ [] []
14. Is there a duplication of this series in another office or agency? [] [x]
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. [] [x]
16. Does the series contain classified information requiring security handling? [] [x]
17. Does the series initiate, amend or terminate agency policies and procedures? [] [x]
18. Could the function be performed if the files were lost or destroyed? [x] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [x]
20. Does the record series provide data as input to an EDP file? [] [x]
21. Does the record series contain documentation produced as EDP printout? [] [x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] [x]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [] [x]

24. REQUIREMENTS. The following requires the files to be kept 1 years:

- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [x] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [] CALENDAR YEAR - [] FISCAL YEAR - [x] OTHER (See Below) , then:

Upon termination of employment, withdraw record from active file and place in inactive file. Cut off at end of each CY, hold in CFA in year, then destroy. Upon termination of employment withdraw individual clothing and property file, place in inactive file 1 year then destroy.

(X) Concur

() Nonconcur

Logistics Officer
Logistics Officer

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Anna Lee Wilson</i>	12-14-73	<i>[Signature]</i>	12-14-73
26. Recommendations in paragraph 25 are:	Agency Head/Designee [x] Approved [] Disapproved	<i>William M. Dixon</i>	12-18-73
	State Auditor/Designee [x] Approved [] Disapproved	<i>Carroll Hart</i>	12-18-73
STATE RECORDS COMMITTEE	Secretary of State/Designee [x] Approved [] Disapproved	<i>Robert Steer</i>	12-19-73
	Attorney General/Designee [x] Approved [] Disapproved		